

GENERAL INFORMATION

A unique service program designed for self service or walk up copying. The program is designed for agencies that want to create a “hassle free” self service copying environment in their office. Included with the service is a copier that meets the agencies requirements and specifications and full service maintenance through the manufacturer or its local representative. All copier consumables (paper, toner, developer, etc.) can be ordered directly through the Digital Print Services program. The cost of the service is based on the copier selected and the number of copies produced each month. Presently, over 1,000 copiers are being utilized throughout the state.

[Download Copier Request Form](#)

The principle advantages of the program are all costs are paid from the operating budget, a reliable copier designed to meet present and future needs, scheduled copier replacement, no more paper work for establishing maintenance contracts or purchasing supplies, improved staff morale, reduced copying costs, and excellent service.

[Current Copier Contracts](#)

OBTAINING THE SERVICE

Shortly after contact by the requesting agency, a representative from the Digital Print Services program can arrange for trials, or demonstrations of copiers that most closely meet the needs of the agency in terms of features, controls, and functions. The trials can be conducted in the copier representative’s sales office and/or on site for several days. It is important to note that by having a copier placed on a trial bases does not obligate the agency to that copier.

[Current Copier Maintenance Contracts](#)

A proposal is made to the agency showing the anticipated per copy and monthly cost of the copier(s) most closely meeting the requirements and specifications. If the proposed service and cost is acceptable, the Digital Print Service program will then purchase and install the equipment, provide the required supplies, and train the staff.

COST OF THE SERVICE

Agencies are billed on a monthly basis through an interdepartmental transfer. The formula utilized for billing is as follows:

$$\frac{\text{Copier Depreciation} + \text{Maintenance} + \text{Supply Expenses}}{\text{Number of Copies}}$$

[DAS Purchasing Web Site](#)

An administrative fee of \$0.004 per copy is added and the result is the cost per copy for the month. The agency is billed only for the copies that are made, there are no prepaid costs.

Copier depreciation expense is based on the anticipated life of the copier (typically 5 years) and is computed as a straight line monthly expense. For example, if the copier cost \$9,000 and the economic life of the copier is five years, the monthly depreciation would be \$150.

Maintenance expense is the actual charge from the provider for their service based on monthly usage.

Administrative fee is fixed and will not be increased during the life of the copier.

TO INITIATE THE SERVICE

Connie Houskeeper
Purchasing Agent
5110 State Office Building
Salt Lake City, UT 84114
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chouskeeper@uth.gov

TO ORDER PAPER OR SUPPLIES

Richard Skuppin
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